

Position Description

Position: Junior Purchasing Officer
Department: Procurement
Reports to: Supply Chain Manager
Direct Reports: None

Role Purpose	The Junior Purchasing Officer is responsible for working with assigned vendors. They will place orders for materials, according to demand in the ERP system and other supplies and equipment required for smooth running of the factory and the business.
Key Success Outcomes	<ul style="list-style-type: none"> • Order materials from approved suppliers only, following demand in the ERP system. Where required search for parts that have gone on allocation, with sign off by Senior Buyers. • Prepare purchase requisitions. • Issue approved purchase orders in accordance with company policy and negotiated terms and conditions. • Build good working relationships with suppliers. • Negotiate competitive pricing with suppliers. • Maintain data in the ERP system, ensuring it's accurate and up to date. • Follow-up on overdue orders with suppliers. • Reschedule purchase orders when needed, following the exception messages in the ERP system. • Maintain procurement files and documents; ensure company confidentiality is kept at the highest level when dealing with suppliers and customers. • Track Purchasing activity and data, focus on cost down, waste, freight, and identify opportunities for continuous improvement. • Discuss defective or unacceptable new goods or services with suppliers, distributors and others to determine root cause of the issue and take corrective and preventative actions. • Ensure supplier compliance with site and company requirements for safety. • Work with Purchasing Team contact point for the NPI process
Key Internal Relationships	<ul style="list-style-type: none"> • Procurement and Planning Team • Operations Team • Engineering
Key External Relationships	<ul style="list-style-type: none"> • Suppliers • Freight forwarders

Key Requirements

Accountability Area	Desired Outcome/Achievement Indicators
Ordering and Requisitioning	<ul style="list-style-type: none"> Order materials exclusively from approved suppliers, aligned with demand in the ERP system. For allocated parts, conduct searches with Senior Buyers' approval. Prepare and issue purchase requisitions and approved purchase orders, adhering to company policy and negotiated terms.
Supplier Relationships	<ul style="list-style-type: none"> Foster strong working relationships with suppliers. Negotiate competitive pricing with suppliers.
Data Management	<ul style="list-style-type: none"> Maintain accurate and up-to-date data in the ERP system. Track purchasing activity and data, focusing on cost reduction, waste management, freight efficiency, and identifying continuous improvement opportunities.
Order Follow-Up and Rescheduling	<ul style="list-style-type: none"> Follow up on overdue orders with suppliers. Reschedule purchase orders as necessary, responding to exception messages in the ERP system.
Documentation and Confidentiality	<ul style="list-style-type: none"> Maintain procurement files and documents, ensuring confidentiality when dealing with suppliers and customers.
Quality Assurance, Compliance and Accountability	<ul style="list-style-type: none"> Address defective or unacceptable new goods or services with suppliers and distributors to determine root causes and implement corrective and preventative actions Ensure supplier compliance with site and company safety requirements, establishing accountability areas and desired outcome/achievement indicators.

Other duties:

- Upholds the company values.
- Perform any other tasks as required by your Team Leader and/or the business.
- Contributes to the achievements of department goals and objectives.

Health & Safety:

- Ensuring all Health & Safety policies and rules are followed, with all tasks completed in a safety conscious manner.
- Maintaining a safe and clean working environment by complying with Enatel Policy and Procedures.
- Leads by example in all matters relating to Health & Safety.

Environmental:

Enatel is committed to minimising the environmental impact of our operations and products.

- Ensuring Environmental policies and processes are followed.

Person Specification:

	Essential	Desirable
Competencies	<ul style="list-style-type: none"> • Functional/Technical Skills - has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Action orientated - enjoys working hard and is full of energy for the things he/she sees as challenging. • Process Management – good at figuring out the processes necessary to get things done. Can simplify complex processes. • Learning Agility - the ability to learn quickly in a new environment. • Problem Solving – looks for opportunities to resolve issues and solve problems. Learns quickly when facing new problems. • Integrity and Trust – is seen as a direct, truthful individual; is widely trusted. • Ethics & Values - Has an appropriate and effective set of core values and beliefs, and acts in line with those values at all times. 	
Skills, Experience & Knowledge	<ul style="list-style-type: none"> • Safety-First approach. • Good understanding of supplier terms and conditions. • Knowledge of inventory systems. • Basic knowledge of Microsoft Office, especially Excel. • High attention to detail. • Effective written and verbal communication skills • Effective time management • Ability to analyse data and make informed decisions • Good negotiation skills 	<ul style="list-style-type: none"> • Experience in an electronics environment. • Experience with ERP systems. • Knowledge of supply chain principles • Intermediate to advanced Excel skills
Qualification / Licenses		<ul style="list-style-type: none"> • Related tertiary education or certification